

EXECUTIVE SUMMARY

This Executive Summary outlines the functionality of the Federal Case Registry (FCR) and provides a brief explanation of some of the practices included in this Guide. In addition, it offers a high-level overview of the expanded Federal Parent Locator Service (FPLS). This Summary also refers the reader to other sections within this Guide, as well as to other documents that contain related information for a more detailed explanation of the FPLS and the FCR.

This Guide provides information for a variety of professional positions at the state level. Although the primary audience is the IV-D agency technical staff, this Guide provides information that will assist state IV-D administrative and programmatic/policy staff in understanding the basic functionality of the FCR. In addition, this Guide provides information that can assist IV-D agency staff in explaining and defining the functionality of the expanded FPLS. Finally, this document provides the information necessary to program for the exchange of data between the FCR and the State Case Registry (SCR).

FPLS Overview

The Office of Child Support Enforcement (OCSE) operates a national automated system, the expanded FPLS, that enables the IV-D agency to more effectively resolve some of the locate and jurisdictional problems that are caused by interstate movement of custodial parties (CPs) and non-custodial parents (NCPs). By identifying information about persons involved in interstate child support enforcement cases, the FPLS increases the states' ability to establish paternity; to establish, set the amount of, or modify child support obligations; and to enforce child support obligations. The expanded FPLS consists of the following:

- the National Directory of New Hires (NDNH);
- the FCR; and
- the FPLS.

The NDNH is a national repository of:

- New Hire (W-4) information: states, territories and Federal agencies report newly-hired employees.
- Quarterly Wage (QW) information: states, territories and Federal agencies report employee quarterly wages.
- Unemployment Insurance (UI) information: states and territories report unemployment claimant information on persons who apply for or receive UI benefits.

The FCR is a national registry of:

- IV-D Cases: Each state and territory submits information on cases and persons for which the state IV-D agency is providing services.
- Non IV-D Orders: Each state and territory submits information on persons involved in support orders that are established or modified on or after October 1, 1998.

The FPLS is a system for requesting:

- address;
- employment;
- income;
- asset; and
- Social Security Number (SSN) information.

The FCR is used to receive and pass FPLS requests and responses. Using the FCR, states continue to receive the same information, although with some modification and improvement, that has been provided in the past through the FPLS. The following Locate sources provide the types of information listed above.

- Social Security Administration (SSA);
- Internal Revenue Service (IRS);
- Department of Defense (DOD)/Office of Personnel Management (OPM);
- Federal Bureau of Investigation (FBI); and
- Department of Veterans Affairs (DVA).

The expanded FPLS supplements, and extends the functionality of, the FPLS by providing:

- access to more recent information;
- quick response to requests;
- on-going cross-referencing of the FCR and the NDNH when key changes occur to a participant on either system; and
- IRS-1099 information.

The FCR component of the expanded FPLS adds additional functionality by routinely comparing FCR and NDNH data under certain circumstances. For a comprehensive description of the matching processes, refer to Section 4.2.4, “FCR Proactive Match Processing”.

It is important to note that automatic data matching and other routine FCR processing is prohibited for a person who has been designated with a Family Violence (FV) Indicator. Section 1.2.4, “Implications of Family Violence on the FCR,” and Section 7.1.1, “Requesting an FV Indicator Override Through OCSE,” provide further explanations of the implications, functionality and override of a FV designation.

Federal law restricts who may request information from the expanded FPLS and the information that the FPLS returns in response to the requests. Refer to Part 9.0, “System Access, Security and Privacy,” for an in-depth discussion of FCR and NDNH data access. Also, Section 6.7, “Request for Locate,” provides detailed information on:

- who is authorized to request FCR and NDNH information;
- the authorized purposes for which a request may be made; and
- the type and amount of information that the FCR returns to the state.

States must implement safeguards to protect the rights of individuals to privacy and to prevent the unauthorized disclosure of information. Each state must ensure the accuracy and completeness of information in their SCR, as well as restrict access to confidential information to authorized persons and for authorized purposes. Expanded FPLS information that is stored or processed in the states’ Child Support Enforcement (CSE) systems is subject to the security and privacy requirements of the *Automated Systems for Child Support Enforcement: A Guide for States*. Section 9.2, “Expanded FPLS Federal Level Security,” provides more information regarding privacy, disclosure and security requirements for state systems.

The magnitude of these changes and the increased access to other states’ information may heighten concerns regarding the need to restrict access to protect individuals’ privacy and to allow the exchange of information only for the intended authorized purpose. To address these concerns, the FCR ensures confidentiality and restricts access in compliance with all applicable Federal laws and regulations.

Importance of SSNs in FCR Processing

Social Security Numbers (SSNs) are critical in maximizing the usage of the expanded FPLS. The FCR uses SSNs as key identifiers. The system requires an SSN to store a person on the FCR and to perform Locate Requests. A state must submit either an SSN, or information that is sufficient to identify an SSN, when sending a transaction to add a person to the FCR, or when requesting a Locate. A verified SSN is required in order to perform a Locate Request. The FCR uses only verified SSNs in the Matching or Locate processes. Verified SSNs greatly increase the reliability of data on the FCR. They also ensure that the state receives correct FCR and NDNH matching information to assist them in their child support enforcement efforts.

Technical Assistance

OCSE is providing technical and functional support to states for data submission and other interactions with the FCR in the following ways:

- conference calls;
- manuals;
- electronic aids;

- on-site support;
- information telephone line;
- question and answer process; and
- workshops.

The support is available to states through various means, including the FPLS Information Line, or the FPLS web site, identified below:

FPLS INFORMATION LINE – 1-202-401-9267

FPLS WEB SITE – <http://www.acf.hhs.gov/programs/cse/>

Appendix D, “Technical Assistance,” provides information on the individuals to contact if technical assistance is needed for a state’s planning for, and implementation of, the FCR interface.

Additional Resources

This Guide focuses on the technical aspects of the FCR. The following documents and sources provide additional information regarding requirements and functionality of the expanded FPLS:

- FCR Implementation Guide
- New Hire Implementation Guide
- NDNH Guide for Data Submission
- Automated Systems for Child Support Enforcement: A Guide for States
- CSENet Interface Guidance Document
- CSENet User’s Manual
- CSENet Operations Manual
- CSENet Program Maintenance Manual
- Interstate Referral Guide
- The Personal Responsibility and Work Opportunity Reconciliation Act of 1996
- The Balanced Budget Reconciliation Act of 1997
- The Taxpayer Relief Act of 1997
- The Adoption and Safe Families Act of 1997
- OCSE website – <http://www.acf.hhs.gov/programs/cse/>